EXECUTIVE DIRECTOR

Addison County Economic Development Corporation

Location: Middlebury, Vermont
Position: Full-Time, Office-Based
Salary: $90,000–$110,000 annually, depending on experience

About ACEDC

The Addison County Economic Development Corporation (ACEDC) is a member-based, nonprofit regional economic development organization dedicated to strengthening the economy of Addison County, Vermont.

The mission of the Addison County Economic Development Corporation is to **create an entrepreneurial and innovative environment, nurturing businesses to launch, grow, and thrive.**

ACEDC is dedicated to helping Addison County businesses from all backgrounds, at all stages, in all sectors and size to grow and create good-paying jobs. We offer services to individual business, assist groups of businesses, and work with business associations. We also partner with local, regional, state, and federal partners to advance community and economic development in the County.

The Opportunity

ACEDC is seeking a collaborative, relationship-driven leader with economic development experience to serve as its next Executive Director.

Reporting to the Board of Directors, the Executive Director is responsible for advancing ACEDC's mission, leading organizational operations, supporting the region's business community, and building productive relationships with business leaders, government officials, and community partners.

The ideal candidate will bring a strong understanding of economic development, an appreciation for the challenges and opportunities facing local businesses, and the ability to translate relationships and opportunities into meaningful economic outcomes.

As the leader of a small, mission-driven organization, the Executive Director must be comfortable balancing strategic leadership with direct involvement in programs, operations, and community engagement.

Key Responsibilities

Economic Development and Business Support

- Build and maintain strong relationships with businesses, entrepreneurs, and community stakeholders throughout Addison County.
- Provide assistance to businesses seeking to start, expand, or sustain operations, including connecting them with financing, technical assistance, and other resources.
- Collaborate with employers, workforce development organizations, municipalities, and regional partners to address economic challenges and opportunities.
- Support initiatives related to business retention and expansion, workforce development, and commercial and residential development.

Community Partnerships and Advocacy

- Serve as a visible and effective representative of ACEDC within Addison County and throughout Vermont.
- Develop and maintain productive relationships with local, regional, state, and federal economic development partners.
- Advocate for initiatives, programs, and policies that strengthen the regional business environment.
- Promote collaboration among businesses, municipalities, community organizations, and other stakeholders.

Strategic and Organizational Leadership

- Work with the Board of Directors to develop and implement strategic priorities consistent with ACEDC's mission.
- Provide leadership and oversight of staff, programs, financial management, and organizational operations.
- Manage organizational budgets, financial reporting, regulatory compliance, and grant obligations.
- Foster a collaborative and effective working environment while maintaining accountability for organizational performance.

Business Financing and Grant Programs

- Oversee and actively participate in ACEDC's business lending programs, including loan evaluation, administration, and compliance.
- Identify and pursue grant opportunities supporting ACEDC's operations and regional economic development priorities.
- Manage and support the administration of grant-funded programs, including reporting and compliance.
- Collaborate with financial institutions, government agencies, and other partners to facilitate business financing and development projects.

Membership and Organizational Sustainability

- Strengthen relationships with existing members while identifying opportunities to expand membership and engagement.
- Develop and maintain relationships with sponsors, funding partners, and other supporters.
- Identify opportunities to diversify revenue and support ACEDC's long-term financial sustainability.
- Promote ACEDC's programs, services, and accomplishments to members and the broader community.

Qualifications

The successful candidate will demonstrate strong relationship-building abilities, relevant economic development experience, business knowledge, and effective organizational leadership.

Required Qualifications

- Experience in economic development, regional business assistance, community development, or closely related initiatives.
- Demonstrated ability to build relationships and work collaboratively with business leaders, public officials, community organizations, and other stakeholders.
- Understanding of business development, economic development strategies, and the challenges facing businesses and regional economies.
- Leadership or management experience involving organizational operations, financial oversight, project management, or staff supervision.
- Strong communication, analytical, organizational, and problem-solving skills.
- Ability to balance strategic priorities with hands-on responsibilities in a small organization.

Preferred Qualifications

- Familiarity with Addison County, Vermont's business community, and regional economic development priorities.
- Experience with business lending, financial analysis, grant management, or public funding programs.
- Experience working with nonprofit organizations, government agencies, or public-private partnerships.
- Bachelor's degree in a relevant field or equivalent professional experience. Advanced degree preferred.

Location and Work Environment

This is a full-time, office-based position located in Middlebury, Vermont. A regular in-person presence is important to supporting staff, maintaining community relationships, and advancing ACEDC's mission.

The position involves travel throughout Addison County and occasional travel elsewhere in Vermont.

Compensation and Benefits

The annual salary range is **$90,000–$110,000**, depending on experience and qualifications.

ACEDC offers support for health care expenses and retirement savings. Specific benefit arrangements are negotiable and may be tailored to the selected candidate's individual circumstances.

How to Apply

Interested candidates should submit a cover letter describing their interest in the position and relevant qualifications, along with a current resume to **castle@mechanicaladvantagellc.com**